

9 JULY 2004

Command Policy



**COMPLIANCE AND STANDARDIZATION
REQUIREMENTS LIST (C&SRL)
AIR NATIONAL GUARD (ANG)
GEOGRAPHICALLY SEPARATED UNITS
(GSU)/CO-LOCATED SUPPLY FUNCTIONS**

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This publication implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Air National Guard (ANG) geographically separated (Supply) units and co-located Supply functions. This C&SRL supports guidance in Air Force Manual (AFMAN) 23-110, *USAF Supply Manual*, Technical Orders, Air Force and Department of Defense publications. Send all **Recommendations for Change of Publication** to ANG Supply Policy and Procedures section (ANG/LGSPP), 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

For purposes of this publication the term Operations Officer will be taken to mean Chief of Supply.

1. General. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directive in conjunction with unit self-assessment. To add additional internal compliance items units will supplement this policy directive. The Inspector General (IG) may use this publication in whole or in part during evaluations and exercises.

1.1. An asterisk (*), when used indicates a key inspection item/area as identified by ANG functional areas. These key areas are the keys to a successful mission and/or items that are required by public laws. In addition, these are items where non-compliance could result in injury of personnel, unnecessary cost, or possible litigation.

1.2. Some functional areas and/or tasks may not be applicable because the host does the function for the GSU or the co-located unit. These areas should be outlined in the host-tenant agreement.

Table 1. Functional Area Warehouse Storage.

ITEM NO.	ITEM AND REFERENCES (All references are to AFMAN 23-110 unless otherwise indicated.)	YES	NO	N/A
1.*	Is there an effective program to ensure proper management of supplies in storage? AFMAN 23-110 and AFJMAN 23-210, <i>Joint Service Manual (JSM) for Storage and Materials Handling</i> .			
2.	Is computer program NGV401 produced at least quarterly and annotated by personnel to indicate items that are outdated or that require issue or disposition before next inspection? Chapter 14, Paragraph 14.33.3.1. and Volume 7, Part 3, Chapter 1, Paragraph 1.10.3.1.			
3.	Are elastomeric items issued using the first-in-first-out for all issues except those filling Mission Support Kits (MSK), and Mobility Readiness Spares Package (MRSP? Chapter 14, Paragraph 14.20.1.			
4.	Are electrostatic sensitive devices (ESD)/electronic discharge items properly stored and handled? Chapter 14 and Technical Order (TO) 00-25-234, <i>General Shop Practice Requirements for the Repair, Maintenance and Test of Electrical Equipment (ATOS)</i> .			
5.	Are functional check items monitored and the required frequency of checks identified? Chapter 14. and TO 00-20-3, <i>Maintenance Processing of Reparable Property and Repair Cycle Asset Control System</i> .			
6.	Are identification tags/labels properly annotated? Volume 1, Part 1, Chapter 4 and AFJMAN 23-210			
7.*	Are all controlled items properly managed and stored? Chapter 14 and Volume 1, Part 1, Chapter 10.			
8.*	Are pallets and nets maintained in serviceable condition? TO 35D33.2.3.1, <i>Maintenance and Repair Instruction - Air Cargo Pallet Net</i> , and TO 35D33.2.2.2, <i>Instruction with P/B -- 463L Air Cargo Pallets</i> .			

Table 2. Functional Area Warehouse Security.

ITEM NO.	ITEM AND REFERENCES (All references are to AFMAN 23-110 unless otherwise indicated.)	YES	NO	N/A
1.*	Is there an effective warehouse security program to ensure proper control of supplies and equipment in accordance with (IAW) AFMAN 23-110, AFJMAN 23-210, AFI 31-101, and AFI 31-401, <i>Information Security Program Management</i> ?			
1.1.	Is material in warehouses or in transit afforded proper security to prevent pilferage and protection from the elements to prevent damage? AFJMAN 23-210, Paragraph 3-57.			
2.	Have lock and key custodians been designated for the classified warehouse? AFI 31-401, Chapter 5, Paragraph 5.21.1.			
2.1.	Do lock and key custodians use AF IMT 2427, <i>Lock and Key Control Register</i> ? AFI 31-401, Chapter 5, Paragraph 5.21.2.			
3.*	Is a secure delivery storage area available for in-transit classified and sensitive items? AFJMAN 23-210, Paragraph 3-59.			
3.1.	Is the receipt for classified property listing that identifies customers and supply personnel who are authorized to handle classified items used to control access to classified items? Chapter 10, Paragraph 10.31.1. and Chapter 14, Paragraph 14.55.			
3.2.	Are all copies of source documents stamped or hand-scribed in red ink with the words, "CLASSIFIED ITEM"? Chapter 10, Paragraph 10.31.2. and Volume 1, Part 1, Chapter 19, Paragraph 19.2.2.2.			
4.	Is there effective control of visitors? Volume 1, Part 1, Chapter 10, Paragraph 10.247.2.			

Table 3. Functional Area Hazardous Material (HAZMAT).

ITEM NO.	ITEM AND REFERENCES (All references are to AFMAN 23-110 unless otherwise indicated.)	YES	NO	N/A
1.*	Does the commander have adequate facilities to store hazardous materials? AFJMAN 23-210, Chapter 2, Paragraph 2.2.			
2.	Does the flammable/hazardous material warehouse meet the construction criteria? AFJMAN 23-210, Paragraph 2-2(d). and AFOSH Standard (Std) 91-501, <i>Air Force Consolidated Occupational Safety Standard</i> , Chapter 22, Paragraph 22.4.9 and 22.4.10.			
3.	Are items stored in the flammable/hazardous warehouse segregated by hazardous characteristic code to reduce the risk of hazardous reactions? AFJMAN 23-210, Chapter 2, Paragraph 2-2(d). and Figure 2-7.			
4.*	Does the commander have an effective program to ensure that hazardous materials are properly managed? AFMAN 23-110 Chapter 14, Paragraph 14.17., AFI 32-7086, <i>Hazardous Materials Management</i> , Chapter 2, Paragraph 2.2.			
5.*	Does the commander have a program to ensure that personal protection equipment is used and inspected? AFOSH Std 91-501.			
5.1.	Are employees, whose duties expose them to conditions that may warrant the use of emergency equipment such as Scott Air Pack, properly trained and the training documented? AFOSH Std 91-501, Chapter 14 Paragraph 14.2.2., AFI 91-301, <i>Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program</i> , Paragraph 7.3.2			
5.2.	Are there emergency showers and eyewash units in conspicuously identified accessible locations that do not require more than 10 seconds/100 feet to reach from the time of exposure to corrosive substance? AFOSH Std 91-501, Chapter 19, Paragraphs 19.6. and 9.7.			
5.3.	Do supervisors inspect, activate permanently installed shower and eyewash units monthly to verify proper operation? Are the inspections properly documented? AFOSH Std 91-501 Chapter 19.3.			
6.	Have personnel who handle, use, or potentially be exposed to hazardous materials given training on the specific hazards in their work area and the training documented on AF IMT 55, <i>Employee Safety and Health Record</i> ? AFOSH Std 91-501, Chapter 22, Paragraph 22.3.1.2.			

Table 4. Functional Area Readiness Spares Package (RSP).

ITEM NO.	ITEM AND REFERENCES (All references are to AFMAN 23-110 unless otherwise indicated.)	YES	NO	N/A
1.*	Are all Readiness Spares Package storage and maintenance functions completed? Chapter 14, Chapter 26, Volume 1, Part 1, Chapter 14.21., AFJMAN 23-210, and AFMAN 23-110V2P2Ch26/ANGSUP 1.			
1.1.	Are all shelf life items monitored, rotated and the quarterly reviews conducted as required? Chapter 26, Volume 1, Part 1, Chapter 14, and Volume 7, Part 3, Chapter 1.			
1.2.	Are functional check items reviewed semi-annually and the parts requiring functional check processed IAW AFMAN 23-110, Volume 2, Part 2, Chapter 14? Chapter 26, Paragraph 26.9., Volume 1, Part 1, Chapter 14, Paragraphs 14.12.5.2., 14.59.1.4.2.			
1.3.	Are hazardous items stored and handled properly IAW applicable Directives? Chapter 14, Paragraph 14.17. and AFMAN 23-110V2P2Ch26/ANGSUP 1			
2.	Is the S05 and the Weapon System Management Information System (WSMIS) file with all the changes maintained until the next official reconciliation is completed and does the MRSP match the authorized quantities? Chapter 26 and AFMAN 23-110V2P2Ch26/ANGSUP 1.			
2.1.	Do units e-mail their non-airborne War Reserve Validation Report (R70) to the appropriate ANG/LGSO RSP manager no later than 31 January of each year? AFMAN 23-110V2P2Ch26/ANGSUP 1.			
3.	Is a complete inventory accomplished within ten working days of return of an RSP from deployment? Chapter 26, Paragraph 26.13. and Volume 1, Part 1, Chapter 14, Paragraph 14.59.1.4.3.			

Table 5. Functional Area Awaiting Parts (AWP).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated.)</i>	YES	NO	N/A
1.	Have all base AWP monitors attended repair cycle training (Supply Block Course IIB), been certified in AWP management core tasks and documented in the CFETP? Chapter 17, Paragraph 17.21.1. and Attachment. 17B-6.			
2.	Has a viable program been developed to effectively monitor the AWP program to ensure that assets are returned to serviceable condition as quickly as possible? Chapter 17, Paragraph 17.22.3.			
3.	Is the AWP monitor familiar with and utilizing the checklist in AFMAN 23-110, Volume 2, Part 2, Chapter 17, Attachment 17B-6? Chapter 17, Paragraph 17.23.1.			
4.	Have special efforts to obtain parts and perform authorized maintenance been exhausted prior to utilizing AWP evacuation procedures? Chapter 17, Paragraph 17.28.			

Table 6. Functional Area Mission Capable (MICAP).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated.)</i>	YES	NO	N/A
1.*	Are Mission Capable (MICAP) assets controlled and requisitioned as outlined in Chapter 17, Section A and Volume. 1, Part 1, Chapter 2?			
2.	Are MICAP procedures being utilized only after all efforts are made to resolve materiel shortage problems through base level resources to include War Reserve Materiel? Chapter 17, Paragraph 17.2.2. and 17.12.1.			
2.1.	Are MICAPs verified to the lowest indentured part needed to repair the end item? Chapter 17, Paragraph 17.3.			
3.	Are cannibalization actions to satisfy MICAP conditions reported as described in Volume 1, Part 1, Chapter 2? Chapter 17, Paragraph 17. 11.1.			

Table 7. Functional Area Repair Cycle Support.

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated.)</i>	YES	NO	N/A
1. *	Is repair cycle support being provided to maintenance to control all items in accordance with AFMAN 23-110, Volume 2, Part 2, Chapter 24?			
1.1	Are accurate computer records of location and status for all unserviceable assets being tracked and maintained to ensure that spares are? Chapter 24, Paragraph 24.3.1.			
1.1.1.	Repaired?			
1.1.2.	designated Not Repairable This Station (NRTS)?			
1.1.3.	condemned as quickly as possible?			
1.2	Are Due In From Maintenance (DIFM) suspense files being maintained? Chapter 24, Paragraph 24.7.1.3.			
1.3	Is daily coordination with the production scheduler or appropriate function within maintenance being maintained, to ensure the continuous flow of reparable? Chapter 24, Paragraph 24.7.1.4.			
4.	Are DIFM reconciliations between base supply and the maintenance activities being conducted utilizing the D23/ NGV905 report and are current item locations and DIFM status being provided by the maintenance activities to ensure proper accounting and physical control? Chapter 24, Paragraph 24.19.			
5.	Has a primary and alternate Turn-Around (TRN) manager been appointed by either the Operations Officer or the Flight Chief? Chapter 24, Paragraph 24.11.1.			
5.1.	Is maintenance and supply working together to process TRNs? Chapter 24, Paragraph 24.10. and 24.33.			

Table 8. Functional Area Mobility Bags and Weapons Management.

ITEM NO.	ITEM AND REFERENCES (All references are to AFMAN 23-110 unless otherwise indicated)	YES	NO	N/A
1.*	Are policies in place to ensure proper accounting and management of War Reserve Materiel (WRM) items? Chapter 26, Paragraphs 26.1.2., 26.2.3., 26.2.4., and AFI 25-101, <i>War Reserve Materiel (WRM) Program Guidance and Procedures</i> .			
2.*	Does the Mobility Inventory Control and Accountability System (MICAS) provide visibility of asset inventory for all standard mobility bag assets maintained on the installation, regardless of the physical location? Chapter 26, Paragraph 26.45.2.2.2., AFMAN23-110V2P2Ch26 ANG SUP1, <i>War Reserve Materiel</i> , Paragraph 26.45.3.			
3.	Is a ten percent backup stock maintained for each type of deployment bag authorization item to offset tariff sizing? Chapter 26, Paragraph 26.46.1., AFMAN23-110V2P2Ch26 ANG SUP1, Paragraphs 26.46.1.1., 26.46.1.2., and 26.46.1.3.			
4.*	Are mobility bag assets inspected at the prescribed frequencies, annotated, and repairs done as necessary in accordance with applicable technical orders? Chapter 26, Paragraph 26.47.4.			
4.1.	Does the Supply mobility bag storage element maintain a comprehensive shelf-life program for all mobility bag assets to include those assets authorized under the option for organizations to store their own mobility bags? Chapter 26, Paragraph 26.47.4., AFMAN23-110V2P2Ch26 ANG SUP1, Paragraph 26.47.1., AFMAN 23-110, Volume 7, Part 3			
4.2.	Are assets with extended shelf-life data properly marked and documented in MICAS? Chapter 26, Paragraph 26.47.7 and Volume 7, Part 3, Chapter 1, Paragraph 1.7.			
4.3.	Are technical orders maintained by mobility bag storage activities to conduct serviceability inspections for shelf-life items? AFMAN23-110V2P2Ch26 ANG SUP1, Paragraph 26.47.4.1.			
4.4.*	Are training assets maintained separate from operational assets and visibly marked in accordance with (IAW) applicable technical orders (TO)? Chapter 26, Paragraph 26.47.1., AFMAN23-110V2P2Ch26 ANG SUP1, Paragraph 26.47.4.1.			
4.5.	Does the mobility element maintain enough gas mask repair parts to support total base Mobility Position Numbers (MPNs)? AFMAN23-110V2P2Ch26 ANG SUP1, Paragraph 26.47.8.2.			

ITEM NO.	ITEM AND REFERENCES (All references are to AFMAN 23-110 unless otherwise indicated)	YES	NO	N/A
4.6.	Have all shortfalls been identified in the financial plan or on order? AFMAN23-110V2P2Ch26 ANG SUP1, Paragraph 26.47.8.4.			
4.7.*	Are mobility bag asset postures and bag build-up capabilities accurately reported to the National Guard Bureau (NGB) in the monthly Status of Resources and Training System (SORTS) report? AFI 10-201, <i>Status of Resources and Training System</i> , Chapter 1, Paragraph 1.12.8.1.2.5. and Chapter 2, Paragraph 2.11.4.1.2., AFI 10-201/ANG SUP1, <i>Status of Resources and Training System</i> , Chapter 2, Paragraphs 2.4.1. and 2.11.4.1.4.2.			
5.*	Are the organizations and individuals assigned mobility weapons coordinating required inspections with Combat Arms (CA)? AFI 36-2226, <i>Combat Arms Program</i> , Chapter 6, Paragraph 6.5.1.1.			
5.1.	Do organizations possessing weapons for inspection, initiate and maintain the AFTO Form 105, <i>Inspection Maintenance Firing Data for Ground Weapons</i> , and DD Forms 1574, <i>Serviceable Tag - Materiel</i> , for their in-use and extended stored weapons? AFI 36-2226, Chapter 6, Paragraph 6.5.1.2.			
5.2.	Are in-use weapons (weapons not in preferred packing IAW Specialized Packing Instructions) being inspected for cleanliness, lubrication, and proper function annually? AFI 36-2226, Chapter 6, Paragraph 6.5.3.			
5.3.	Is the inspection information plainly marked on the outside of each container and bag (if applicable) containing an inspected weapon? AFI 36-2226, Paragraph 6.5.5.3.			
5.4.	Is AFTO Form 105 completed for all weapons in shipment and/or storage? AFI 36-2226, Chapter 6, Paragraph 6.6.			
5.5.*	Do individuals designated for armed duty, i.e., weapons custodians and individuals authorized to perform duties in weapons vault, receive recurring qualification training annually? AFI 36-2226, Chapter 2, Paragraphs 2.5., 2.6., Table 2.3., AFI 31-207, <i>Arming and Use of Force by Air Force Personnel</i> , Chapter 2, Paragraph 2.4.2.			
5.6.*	Is the weapons inventory listing with all the appropriate documentation and signatures maintained in the equipment custodian folders for two years? Chapter 18, Paragraph 18.17.7. and Chapter 20, Paragraph 20.17.2. and Part 13, Chapter 8, Paragraph 8.26.1.2.			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
5.7.*	Does the unit exercise resource protection of weapons (both privately owned and government owned firearms) and storage as required? DoD 5100.76-M, Chapter 3. AFI 31-101, Chapter 8, Paragraph 8.12 and Paragraph 23.1.1			
5.8.	Are there security seals on weapons containers? DoD 5100.76-M, <i>Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives</i> , Chapter 3., AFI 31-101, <i>The Air Force Installation Security Program</i> , Chapter 23, Paragraphs 23.1.4., 23.3.5.8., and 23.5.1.1.			
5.9.	Is there an SF Form 700, <i>Security Container Information</i> , for each Vault or Secure Room door and Security Container? AFI 31-401, <i>Information Security Program Management</i> , Chapter 5, Paragraph 5.23.2.			
5.10.*	Is access to the weapons vault controlled and access procedures established? AFI 31-101, Paragraph. 23.1.6.			

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-201, *Status of Resources and Training System*

AFI 10-201/ANGSUP 1, *Status of Resources and Training System*

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*

AFI 31-101, Not on AF Pubs website

AFI 31-207, *Arming And Use of Force by Air Force Personnel*

AFI 31-401, *Information Security Program Management*

AFI 32-7086, *Hazardous Materials Management*

AFI 36-2226, *Combat Arms Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*

AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*

AFMAN 23-110V2P2CH26/ANGSUP 1, *War Reserve Materiel*

AFOSH STANDARD 91-501, *Air Force Consolidated Occupational Safety Standard*

DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance and Test of Electrical Equipment (ATOS)*

TO 00-20-3, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System*

TO 35D33.2.3.1, *Maintenance and Repair Instruction - Air Cargo Pallet Net*

TO 35D33.2.2.2, *Instruction with P/B -- 463L Air Cargo Pallets*

Abbreviations and Acronyms

AFOSH—Air Force Occupational Safety Hazard

ANG—Air National Guard

AWP—Awaiting Parts

C&SRL—Compliance and Standardization Requirements List

CFETP—Career Field Education Training Plan

DIFM—Due-in From Maintenance

DoD—Department of Defense

ESD—Electrostatic Sensitive Devices

HAZMART—A facility or location where HAZMAT are centrally managed

HAZMAT—Hazardous Materials

IAW—in accordance with

IG—Inspector General

MICAP—Mission Capable

MICAS—Mobility Inventory control and Accountability System

MRSP—Mobility Readiness Spares Package

MSK—Mission Support Kit

NRTS—Not Repairable This Station

RSP—Readiness Spares Package

SORTS—Status of Resources and Training System

STD—Standard

TRN—Maintenance Turn-Around Record

WRM—War Reserve Materiel

WSMIS—Weapon System Management Information System